



# STAFF SERVICES ANALYST (GENERAL)

## Written Transfer Examination CONTINUOUS

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THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**WHO MAY APPLY:** This is a transfer examination for the California Emergency Management Agency (CalEMA). Competition is limited to employees of CalEMA who meet the requirements to laterally transfer to the Staff Services Analyst (General) (SSA) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

**HOW TO APPLY:** You must complete and submit the SSA **“Transfer Exam Request”** form. Submit the completed form to:

California Emergency Management Agency  
Recruitment and Selection Services Section  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Sourideth Saengkhamphong

**NOTE:** Standard State Application forms (STD 678) will not be accepted.

**FILING PERIOD:** “Transfer Exam Request” forms will be accepted on a continuous basis.

**TESTING PERIOD:** The testing period for this examination is once every twelve (12) months. Unsuccessful candidates must wait a minimum of six (6) months, from the actual date of their test, before submitting a new “Transfer Exam Request” form to the Recruitment and Selection Services Section.

**SPECIAL TESTING  
INFORMATION:**

If you have a disability and need special testing arrangements, mark the appropriate box on the “Transfer Exam Request” form. The Recruitment and Selection Services Section will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is 1 (800) 735-2929.

**WRITTEN TEST  
DATE:**

The written test will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive their written notice of testing approximately two (2) weeks prior to their scheduled date and time. **NOTE:** *Preference for scheduling will be given to candidates with a bona fide job offer.*

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## Staff Services Analyst (General) Transfer Examination

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**SALARY RANGES:** **Range A:** \$2817 - \$3426 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

**Range B:** \$3050 - \$3708 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

**Range C:** \$3658 - \$4446 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

### **REQUIREMENTS FOR ADMITTANCE TO TRANSFER EXAMINATION:**

All applicants must meet the requirements to laterally transfer into the SSA classification by the date they submit their "Transfer Exam Request" form. Appropriateness of lateral transfer into the SSA classification will be verified by the Recruitment and Selection Services Section staff.

### **EXAMINATION INFORMATION:**

This examination will consist of a written test weighted pass/fail. A passing score on the written test qualifies the candidate for transfer into the SSA classification, indefinitely. Candidates who do not pass the written test must wait a minimum of six (6) months to re-apply and re-test.

### **WRITTEN TEST SCOPE:**

#### **Scope:**

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

### **INFORMATION:**

Questions regarding the SSA transfer exam may be directed to the Recruitment and Selection Services Section at (916) 845-8321

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA AND THE OFFICE OF EMERGENCY SERVICES TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.